

TENDER ENQUIRY

Dt. 23.04.2024

Tender Ref No: **MP1/ENGAGEMENT OF ELECTRICAL MANPOWER FOR 2024-26/CMSRU**

Dear Sir,

Sealed Tenders in **Two Bid**, super scribing the Enquiry Number & Last date for receipt of Quotations on the envelope, are invited in two separate covers as 'Part I Techno Commercial' & 'Part II Price' for ENGAGEMENT OF ELECTRICAL MANPOWER at **CSL MSRU (Cochin Shipyard Ltd- Mumbai Ship Repair Unit), Mumbai.**

1 The offers as above should reach the undersigned on or before the last date and time shown. Tenders should be addressed to "The Deputy General Manager (CMSRU), Cochin Shipyard Ltd-Mumbai Ship Repair Unit, Mumbai Port Trust, and Mumbai-400001".

2. **Techno - Commercial offers can also be made by e-mail, with price bid duly Locked with password, before 11.00 hrs (IST) on 10 May 2024, if delivery of sealed offers cannot be ensured at CSL on the due date.**

3. The offer shall indicate payment terms and other terms and conditions.

4. Vendors should be able to carry out and complete the work at CMSRU, Mumbai within the given duration of time.

5. Quotation should be valid for a period of 04 months.

7. Quotation can be submitted by email as a password protected document (price part only) to the following email address.

ashutosh.pande@cochinshipyard.in

ljo.jacob@cochinshipyard.in

cmsru.materials@cochinshipyard.in

OR

In a sealed envelope addressed to "The Deputy General Manager (CMSRU), Cochin Shipyard Ltd-Mumbai Ship Repair Unit, Mumbai Port Trust, and Mumbai-400001".

Last Date & Time of Receipt of Tender: 10 May 2024 at 11:00 Hrs IST.

Last Date & Time of Clarification 03 May 2024 at 17.00 Hrs IST.

Tender Opening date &time: 10 May 2024 at 11:30 Hrs IST.

NOTE: Amendment if any will be notified on CSL/Govt. Website. The bidders are requested to keep themselves informed of the development by visiting CSL website www.cochinshipyard.com and the CPP portal www.eprocure.gov.in regularly. Such amendments shall be binding upon them.

Enclosures: -

1. Special Instruction for Two Bid Systems
2. Scope of work
3. Price bid
4. Rules & Regulations
5. Specific Terms & conditions
6. General Terms & conditions
7. Compliance matrix
8. Unprice bid
9. HSE Guidelines
10. Prequalification criteria
11. Appendix 4 – Maintenance Schedule

Signed copy of following documents shall be submitted along with unpriced Price bid format clearly indicating quoted/not quoted against each job scope as per CSL P- bid format (Un priced bid no need to protect with password, if send as soft copy in E mail).

1. Scope of work
2. Price bid format
3. Rules for engaging workmen at CMSRU.
4. Specific Terms & conditions
5. General Terms & conditions
6. Compliance matrix
7. Unpriced bid format
8. HSE Guidelines.
9. Prequalification criteria

Price bid duly signed and sealed by the authorized person need to be protected with password and shall be separately attached/enclosed in the mail. Offer submitted in single bid will not be considered.

In case of technical queries, please contact Mr. Ravikant Rai (Asst Mgr-CMSRU) (Mob No. 8714630986)

Yours faithfully,

Deputy General Manager (CMSRU)

CSL-MUMBAI SHIP REPAIR UNIT (CMSRU)

Mumbai

SPECIAL INSTRUCTION FOR TWO BID SYSTEMS

1. MODE OF SUBMISSION OF TENDERS

Tenders should be submitted in two separate sealed covers super scribed in capital letters as **PART-I "TECHNO-COMMERCIAL" & PART-II "PRICE"** indicating the tender number, due date and name & address of the tenderer.

2. TECHNO-COMMERCIAL PART SHOULD CONTAIN FOLLOWING DETAILS:-

- I. Drawings & Technical Literature, if any
- II. Other conditions, if any
- III. Signed and stamped copy of Scope of Work (Encl 2), Rules for engaging contractor's workmen in CSL-MSRU (Encl 4), Specific terms & Conditions (Encl 5), General Terms and Conditions (Encl 6), Compliance Matrix (Encl 7).
- IV. Deviation list, if any
- V. **Price bid without price clearly indicating quoted/ not quoted against each line item/ DL(Encl:8).**

3. PRICE PART SHOULD CONTAIN FOLLOWING DETAILS: -

- a. Price against each work.
- b. Taxes & duties as applicable shall be indicated.

4. CSL/CMSRU reserves the right to alter, modify the scope of supply at them discretion and consistent with the Navy Policy as applicable to the contract from time to time.

5. **The Techno-commercial part alone will be opened initially on the due date and time of tender. The price part will be opened only after evaluation of the Techno commercial Part. Firms will be intimated the date of opening of the price part, whose Techno commercial bid is acceptable, in due course.**

6. The tenderer shall ensure that their Indian Agent is not representing any other suppliers for the same Tender. In other words, Indian Agents are not permitted to represent more than one firm for a particular Tender.

7. Deviations, if any, in the offer submitted from that of the tender enquiry in any form, should be clearly furnished in a separate document titled as **"List of Deviations"**.

8. Details of optional items, if any, should be indicated under separate heading in the technical bid and the respective price details should be given in the price bid.
9. After submission of quotation / price bid opening, no unsolicited correspondence will be entertained.
10. Clarifications, either technical or commercial, should be submitted to points specially asked for only. The opportunity so given should not be used for correcting/changing amending the data/conditions already submitted with the tender.
11. Price should be quoted separately for each item. Combining of figures against more than one item and ambiguous clauses will lead to rejection of the bid.
12. Offers should be clear and unambiguous. Incomplete/ambiguous offers are likely to be rejected.
13. The bidder shall submit a signed & sealed copy of the tender document including Encl 2, 4, 5, 6 ,7, 8 & 9 along with their bid as token of acceptance of terms & Conditions.
14. An Integrity Pact as per CSL/CMSRU format is to be signed and submitted later (if necessary).
15. The quantity projected in the scope of work is estimated. There may be upward/downward variations in actual quantity.

Deputy General Manager (CMSRU)

SCOPE OF WORK

Operation & Maintenance of Electrical Substation, Pump Room, Other Installations and providing Electrical Services to on board ships, yard and ID's at CMSRU, Mumbai

1. The scope of work pertains toward provisioning of services for undertaking various operation and maintenance activities in Substations and Pumping station, operation of various installations in CMSRU, maintaining of power supply within CMSRU premises, providing electrical services for ship repair works and undertaking various maintenance works etc. as detailed in the succeeding Para(s) of this tender.
2. The knowledge/ information about availability of manpower on a daily basis shall be responsibility of the contractor/selected agency and the same must be communicated on a daily basis to the CSL Supervisor. The Contractor should ensure availability of sufficient manpower required to execute the designated work in an efficient manner through their own Supervisor through-out the contract period. The contractor shall also be responsible for timely availability of manpower and their record keeping. However, contractor/agency shall ensure presence of minimum mandated personnel on relevant site as tabulated ibid Para 07, which is understood to be the minimum intended requirement necessary for optimum operation in each shift. Additional manpower, if and when required, may be engaged based on the necessity of the job/task with the prior approval of CSL officer in charge and based on the quantum of work to be carried out/undertaken.
3. The contractor has to submit monthly shift schedule to CSL Supervisor on or before 30th of every month (27th in case of February). Changes, if any in the duty schedule to be communicated to CSL Supervisor in due time.
4. Period of contract is TWO years from the date of execution of agreement. However, CSL reserves the right to extend the contract for a further duration of ONE year against the same terms and conditions on the basis of mutual agreement post completion of the contract period, if the performance of the contractor is found satisfactory. The rates quoted and all other terms and conditions shall remain unchanged for the entire period and also for the extended period (subject to extension of the contract).
5. In case of any urgent maintenance requiring spares/ engagement of competent third party firm, where the direct working out method is not feasible/suitable or possible, the contractor shall procure and supply the relevant spares/engage special services based on the persisting requirement and direction of CSL Officer in-charge. The contractor shall be paid on the basis of producing actual bill with supporting gate passes/necessary documents of materials supplied at site in addition to reasonable cost of labour (additional labour/skilled manpower if any required) subject to conformation and satisfaction of CSL Officer in-charge. The total amount for undertaking such procurement of urgent spares & engaging special services shall be within an annual ceiling limit of Rs **2,00,000/-**. The materials procured by the contractor in such cases for undertaking any maintenance works, shall be of good quality. CMSRU reserves the right to inspect the items and reject in case, the quality is found not up to the mark. All personnel and material gate passes, vehicle entry and transportation shall be under the scope of the contractor. CSL shall not bear the responsibility towards any damage to materials, property loss/theft, imposition of fine by the authorities, if any and liability to accidents and injuries during the material transit and any stage of work execution.
6. The contractor shall deploy competent supervisor and staff to ensure smooth, reliable and trouble-free round-the-clock operation and maintenance of services on all days as detailed vide Para 07.

Supervisor appointed by the contractor shall ensure safe work practice and safety of all employees under him. He shall be the single point of contact for CSL safety and pump room staffs. Pump room being an essential part of HDD, will require continuous deputation/availability of manpower and the same shall be ensured by the contractor.

7. **Labour to be deployed in shift duty in pumping station and all Electrical services in CMSRU.**

Sl. No.	Description	General 09.00 hrs. to 18.00hrs	A Shift 08.00 hrs. to 16.00hrs	B Shift 16.00 hrs. to 24.00hrs	C Shift 00.00 hrs. to 08.00hrs	Total
1	Trained Engineer /Supervisor (Electrical)	--	01	01	01	03
2	Electrician (Skilled)	--	02	02	02	06
3	Helper (Unskilled)	01	--	--	--	01

8. The contractor shall deploy the persons with qualification as detailed below. Shift times are as shown in Para 07.

- a) **Trained Engineer/Supervisor (Electrical):** The supervisor should possess diploma/ B. Tech in Electrical Engineering from a Govt. approved university/Authority with a minimum 04 years post qualification experience for Diploma holders and 03 years of post-qualification experience for B.Tech. holders respectively in the similar works.
- b) **Electrician (Skilled):** The workman deputed by contractor should possess I.T./I.T.C Electrical trade along with a wire-man license issued by any competent/government approved agency/authority with a minimum 03 years post qualification experience in the relevant field.
- c) **Helper (Unskilled):** Unskilled labour with knowledge in rigging works with minimum 03 years of experience.
- d) Trained Engineer /Supervisor shall be responsible for managing all operations in pump room, Electrical Services to onboard ships, yard and ID's at CMSRU, in the shift and shall also provide necessary assistance in close co-ordination with the shift duty staffs to ensure safety of pump room and all electrical connections provided in CMSRU.
- e) In addition to above, availability of a Site coordinator whose scope of work shall broadly include following activities:
 - To liaise with the yard representative and the staff employed by contractor to ensure smooth operation of the subject scope of work. To fulfill/ensure contractual obligations of the subject scope of work and shall review the same with yard's representative on a monthly basis with no additional cost to be incurred in this contract. Site coordinator to also prepare mandatory/anticipatory spares list for various electrical installations/assets situated around the yard's premises.

Note: A provision to accommodate and subsequently depute 02 Nos Skilled Electricians as per the description and shift-details tabulated vide Para 07 shall be considered by the contractor on a requirement basis and based on the discretion of the concerned Officer in-charge. Skill/educational requirements of the specific trade must be exactly similar/conform to what has been prescribed in Para 08, Point b). Further, payment for additional deputation of manpower shall be based on the actual manpower deployed and on the same unit rate. Contractor shall be intimated 5-7 days prior to projection of such requirements.

9. The number of manpower indicated are only approximate and the contractor is bound to carry out the work as per the subject scope at the same rates in the event of revision in the quantities during the contract period. Payment will be made only for the actual quantity of man power deployed, which shall be attested and confirmed by the CSL supervisor/ Officer in-charge.
10. The contractor shall have to provide all the required tools, tackles, testing equipment etc. for all the repair and maintenance activities as per the elucidated subject scope under the quoted cost. Equipment used while testing/ maintenance schedule to be suitably calibrated in due time.
11. Any persisting/new faults in HT/LT system pertaining to the electrical infrastructure of the yard shall be attended on an urgent priority basis and major/minor faults if any, shall be reported to Officer in-charge of CSL.
12. In case of a break-down, the site in charge appointed by the contractor shall locate/identify the persisting fault and subsequently provide necessary assistance to the CSL Supervisor/team for preparation of the scope of work required to further execute the work subject to necessary approval/concurrence from the competent authority. Identification along with assistance for preparation of scope of work to resolve the persisting defect shall be completed and submitted in due time indicated by the CSL Supervisor/Officer in-charge which will be decided further based on the criticality of the event.
13. Contractor to ensure mobilisation of ventilation blowers along with its accessories on board ships at requisite locations either docked or berthed inside CMSRU premises. Crane/Forklift or any other machinery required to facilitate mobilisation shall be provided by the yard. De-mobilisation to also be carried out based on the intimation by the Supervisor/ Officer in-charge of the CSL yard.
14. Failure to carry out/adhere to the activities/maintenance schedule appended at Para 26 or any damage caused during the operations shall attract imposition of damage/penalty charges as per force majeure and the various clauses tabulated below for reference:

SI No.	Description	Penalty/Deduction
In case of Breakdown		
1	Breakdown of major installations such as MDP system, DG set (125KVA), Drainer /Vacuum pump system, Substation 1000KVA transformers, HT incoming/feeder breakers & panels (6.6/11KV AC), dry-dock main fire pump motor & starter (90KW) & HT/LT power cables and etc.	To be adjudged based on the reasonability ascertained by CSL taking into consideration the criticality associated with the specific event.
2	Breakdown of PDB's, Welding/shore boards, Relays/alarms/meters, LT ACB's, Capstan system & etc.	
Non adherence to Monthly/Annual maintenance schedule		
3	Monthly maintenance schedule	Shall be undertaken by CSL staff/sub-contractor and corresponding tariff charges admissible shall be deducted from the contractors/firm's running bill.
4	Annual maintenance schedule	
Record keeping		

5	Records related to yard infrastructure	To be adjudged based on the reasonability ascertained by CSL taking into consideration the urgency associated with the specific event. In case of repeated non-adherence towards updation as per the prescribed format, services of the supervisor shall be withdrawn.
6	Records related to vessel in CMSRU for ship repair	
7	Works register and stock/consumables report	
Absenteeism of staff		
8	Absence of Trained engineer/Supervisor or Electrician (Skilled) without due proper intimation	Charged double of per unit/shift charges of the respective cadre.
9	Absence of Helper (unskilled) without due proper intimation	Charged 1.5 times of per unit/shift charges of the respective cadre.

15. Dock entry permits for movement of man and material, in and out of dock shall be arranged by the contractor. Necessary recommendations for the dock entry permit will be issued by the CMSRU.
16. The contractor shall get familiarized with exact scope and quantum of work before quoting for the work package. Upon receipt of offer/PO, it is deemed that the bidder/contractor firm has assessed the exact quantum of work projected vide this RFQ and has concurrently accepted all terms and condition for the subject work. Contractor shall deploy only competent staff for undertaking the works mentioned in this tender and shall monitor the same.
17. All minor faults should be attended within 04 Hrs and all major faults and problems shall be reported to Officer in-charge of CSL immediately of occurrence. Major faults requiring any spares requirement shall be prepared and submitted to the concerned CSL Supervisor. In such cases thereof, time duration /time-frame for submission and attending the persisting fault will be decided by Officer in-charge of CSL after examining the availability of the spares/materials.
18. The contractor shall arrange all relevant PPEs as per the safety standards of CSL for their workforce and the contractor supervisor shall ensure the same is being implemented on strict compliance. The contractor company name should be engraved on the boiler suits. Contractor to further ensure attendance of all available personnel in a shift for the Daily/Weekly tool box meetings with CSL representative.
19. Contractor shall update the daily checks, general repairs/maintenance and weekly maintenance records in the log book. CMSRU officer through CSL Supervisor shall verify all the relevant records and details and thereof, recommend for monthly bill approval. Monthly maintenance shall be carried out as per the checklist enclosed at various Appendix.
20. In case of any property damage/loss in the CMSRU premise, pertaining to the contractor's scope of work, the loss shall be incurred from the contractor's monthly bill as per the direction and discretion of the Officer in-charge.
21. Contractor shall ensure safe custody of the electrical stock item handed over to by the yard. The contractor shall accordingly maintain and update the inventory details as and when any changes occur and the inventory details shall be submitted to CMSRU Supervisor to further inspect and certify the list in every month. In case of any lost/missing item found during the inspection carried out by the yard, CMSRU shall deduct the equivalent cost of the specific item(s) from the contractor's monthly bill.
22. Shift details of the contractor shall be displayed along with the daily work force details in front of the designated work station. All the employee's name and designation details in each shift and

shift in charge's contact number details should be displayed on the board in every shift. The contractor shall procure first aid box and necessary medicines which shall be available at the work place round the clock.

23. In case if the contractor fails to carry out/undertake activities/maintenance schedule or induces damage to any installation or equipment under the yard's custody in the subject scope of work, CSL shall be bound to deduct equivalent amount or award the same work contract to any of the competent vendor shortlisted by the yard and the total cost towards the repair/maintenance/damage shall be deducted from the contractor's running bill as per the equivalent damage/penalty rates that shall be decided by CSL (Para 14 & 20 are relevant in this regard)

24. Activities to be undertaken by the firm/Contractor

a) Maintaining power supply within CMSRU premises (6.6kV Substations, Pump room and allotted berths of CMSRU)

- (i) Manage shift duty with staff of CMSRU.
- (ii) Monitoring and maintaining of supply in the HT/LT network system pertaining to CMSRU.
- (iii) Isolation of power supply during emergency/ in case of any fault in the electrical network system.
- (iv) Co-ordination with shift duty staff of M/s MBPA / PTC India Ltd for managing shutdown and maintenance works at substations, pump room and ID berths etc.
- (v) Record readings of energy consumptions for HT/LT network pertaining to yard's infrastructure and the vessels docked/berthed in the CMSRU yard for ship repair.
- (vi) Renewal/Refurbishment of all the yard's electrical assets (installation and portable) with COTS spares/materials on an as and when required basis. **All the requisite Spares/materials shall be yard supply.**
- (vii) Overhauling of Ventilation blowers based on the directive of CSL supervisor. Consumables/spares (any) shall be provided by the CSL.

b) Works to be undertaken in Pump room and other installations

- (i) Operation of Main Dewatering Pumps, Drainer Pump, Vacuum Pump, Hydraulic Sluice Valves and associated HT and LT panels.
- (ii) Monitoring of water ingress inside pump room and pumping out as and when required.
- (iii) Watch keeping of water ingress inside dry dock through Caisson Gate and Sluice Valves and pumping out as and when required.
- (iv) Undertake lock pumping operations in co-ordination with MbPT lock gate section during monsoon period
- (v) Co-ordinate operation of Caisson gates along with staff of CMSRU.
- (vi) Operation of Capstans.

c) Electrical Services for ship repair works

- (i) Cable laying, connection and disconnection of shore supply to ships and maintaining proper records of energy consumption.
- (ii) Provide power supply to welding machines, blowers and other power distribution boards for supporting ship repair works
- (iii) Ensure safety of electric supply provided for ship repair works as per the CSL regulations.
- (iv) Provide proper earthing/grounding to ships connected network as well as main hull.
- (v) Storing and protecting items like shore supply cables, lights, blowers, hoses etc., and other consumables in the designated location directed by the CSL supervisor/OIC.
- (vi) Ensure 24x7 services to attend all type of electrical breakdowns, connections & disconnections of any equipment supporting ship repair works.

- (vii) Carryout inspection of all equipment like welding machines, power tools, distribution boards etc., of all other contractors working inside CMSRU premises and certify the same for safe operation. Checklist for ensuring safety of temporary connections will be provided by CSL and has to be ensured by contractor.

d) Electrical Services at yard buildings and workshops

- (i) Tracing of electrical circuits and attending any faults/ repairs as per the directives of the CSL Supervisor/Officer in-charge as and when required
- (ii) Protection & preservation of yard assets like power distribution boards, Capstans, portable transformers etc.
- (iii) Replacement of spares, fittings etc., as and when required based on the instruction from the CSL Supervisor.

e) Maintenance works

(i) Daily Checks

- General inspection/overseeing operations of all the major electrical installations along with HT/LT network of CMSRU.
- General inspection/overseeing operations of all power connections provided for ship repair works (ELCB, RCCB, cable condition, earthing/grounding connection, compressor connection, Blower connection, portable transformer and etc.)

(ii) Weekly Maintenance.

- House-keeping of substations and Pump room.
- General inspection and cleaning of all electrical equipment/installations under CMSRU. Refer to checklist enclosed at **Appendix-3**.

(iii) Monthly/Quarterly/HY Maintenance.

- Checking the condition of silica gel breather assembly of all 4 Nos 1000 KVA transformers. Same shall be changed/replaced if the colour changes from Blue to Pink in nature. Refer to checklist enclosed at **Appendix-4**.
- General maintenance of battery, battery chargers and APFC panels in substation upon installation. Refer to checklist enclosed at **Appendix-1/2/4**.
- General maintenance of control panels of Capstans, Hydraulic sluice/delivery valves, Vacuum pumps and etc. Refer to checklist enclosed at **Appendix-1/2**.
- General maintenance of Capstan motors and brake pads. Refer to checklist enclosed at **Appendix-1/2**.
- Measure luminous intensity of portable/permanent light installations situated around the yard's premises including that of HDD Bldg., Workshops & Stores, Sub-stations, Pump room & surrounding, Dry-dock and its entrance, High mast tower lights and etc. on a Half-yearly basis. **Lux meter will be provided by the yard**.
- General maintenance of various electrical services items under the custody/to be procured such as portable PDB's/DB's, portable transformers, blowers, lights and etc. Refer to checklist enclosed at **Appendix-1/2**.
- General maintenance and inspection of yard's main fire pump motors along with associated star-delta (90KW) starter panels on a Half-yearly basis. Refer to checklist enclosed at **Appendix-1/2**.
- General maintenance of LT & HT panels in Sub-stations & Pump room along with shore supply/welding panels/PDB's (both installation and portable) in HDD and ID berths, power distribution boards in HDD building/Workshops etc. on a Quarterly basis. Refer to checklist enclosed at **Appendix -1/2/4**.

Note: The checklist placed at Annexures/Appendix and referenced at various sub-points in the above maintenance schedule may encompass only the major works/observations that are required to be undertaken/noted or overseen. Detailed or exact requirement intended to be executed/noted and overseen shall be as per the discretion and format prescribed by the yard. Relevant formats/Performa shall be shared by the yard prior to commencement of each activity.

(iv) **Annual Maintenance (Checklist enclosed at Appendix-4).**

- Overhauling (including functional checks) and calibration of all the HT (6.6kV/7.2kV AC) and LT (415V AC) circuit breakers in Substation and Pump Room. Replacement of oil in the oil circuit breakers shall be done if required. **Oil shall be provided by CMSRU.** Check vacuum pressure of the 11KV VCB interrupter and replace the interrupter (**CSL supply**) if pressure of the vacuum falls below 0.1mm of Hg. Relevant reports and calibration certificate shall be submitted to Officer-in-charge through CSL supervisor.
- Check operation and calibrate all protective relay trips/alarms and Meters on HT and LT panels in Substation, Pump room and all shore and welding panels (installations and portable). Relevant reports and calibration certificates shall be submitted to Officer-in-charge through CSL supervisor.
- Testing oil sample (by BDV testing & DGA) of 4 Nos of 1000 KVA, 6.6kV / 433V Delta-star transformers and filtration followed by topping up of oil to be undertaken. To ensure that the filtered oil's BDV is beyond 60KV (for an electrode spacing of 2.5 mm max.). Oil shall be provided by CMSRU. Relevant reports and calibration certificates shall be submitted to Officer-in-charge through CSL supervisor.
- Measurement of earth/ground resistance reading of all earth pits/vital installations within the CMSRU premises. Watering the earth pits as and when required and submission of report to Officer-in charge of CSL through CSL supervisor.

Note: The checklist placed at Annexures/Appendix and referenced at various sub-point in the above maintenance schedules may encompass only the major works/observations that are required to be undertaken/noted or overseen. Detailed or exact requirement intended to be executed/noted and overseen shall be as per the discretion and format prescribed by the yard. Relevant formats/Performa shall be shared by the yard prior to commencement of each activity.

(v) **General Repairs / Maintenance.**

- Support and provide necessary assistance during maintenance works inside Pump Room/Sub-stations and any other installation inside the yard premises.
- Support and provide necessary assistance for carrying out load testing of panels/DB's along with provision of relevant assistance during installation/erecting/commissioning of any major/minor infrastructure inside the yard premises.

f) Registers to be maintained

- (i) The following Registers shall be maintained by the contractor/ firm at the site and to be got checked and signed by Officer- in charge & Supervisor of CSL:
- Daily record of energy consumption in yard
 - General maintenance / Breakdown / Event Log Book / Daily works register.
 - Attendance registers.
 - Lock pumping register.
 - Earth pit reports / testing register.
- (ii) The following registers shall be maintained by the contractor as per the direction of Officer-in-charge:
- Power consumption record of ships under repair at CMSRU
 - Stock and issue of all electrical service items and consumables.
 - Receipt and issue of spare parts and consumables

- g)** Any other electric works as assigned by the supervisor/Officer in-charge of CSL essentially required for keeping the equipment in good healthy working conditions not indicated above.

h) Record keeping.

- (i) The following Records in the mentioned format shall be maintained by the contractor/ firm at the site and to be got signed/reviewed on a Monthly/Quarterly/HY/Annual basis based on the direction / discretion of the CSL Supervisor/ Officer-in charge:

S No	Description	Frequency of Updation
1	Work register (Log book), attendance register and stock register of all materials.	Daily/Monthly (Stock)
2	Register for energy consumption (Yard, Berth and Ship) – 7A, 7B,13A & 13 B feeder, 5ID to 8ID and power consumption of ship under ship repair CMSRU.	Daily
3	Lock pumping register	During the lock pumping
4	Stock record :- Stock and issue of all electrical service items and consumable	As and when required. Consolidated list to be submitted Monthly/Annually.
5	Electrical connection and disconnection.	Daily
6	Maintenance register and Safety register (Hard and soft copy)	Weekly
7	Illumination record.	Half yearly
8	Earth pit testing report.	Annually
9	Inspection report of portable electric equipment and hand tools (welding M/C AC and DC, ventilation blower, DB, grinder and buffing machine	Quarterly/HY
10	Preventive maintenance and Break down register (Hard and soft copy)	As per maintenance schedule
11	Drawing, Specification of all materials, Anticipatory/mandatory spare list, tools purchased during the contract.	As per the requirement
12	Bearings records of motors (as part of yard's electrical infrastructure) being opened during the course of contract.	As and when required. Consolidated list to be submitted Annually.
13	QC/Inspection/Calibration Reports of: a) HT/LT Circuit breakers b) Transformer c) Transformer oil d) Protective relay/Alarms e) Earthing pit/Grounding resistance	Annually

For Cochin Shipyard Limited

Signature and Seal of the Contractor.

Deputy General Manager (CMSRU)



CMSRU MONTHLY/QUARTERLY/HY MAINTENANCE CHECKLIST – 1

NAME, MAKE & LOCATION		
DATE		
TIME & DURATION		
	Description	Remarks
1	Breakers/Fuses	
a)	Power Circuit	
b)	Control Circuit/Indication	
2	Cables	
a)	Power Circuit: 1. IR values 2. Terminal connections	
b)	Control Circuit: 1. IR values 2. Terminal connections	
3	Contactors	
a)	Cleanliness	
b)	Power/control circuit	
c)	Condition of contact tips	
4	Motors & Control Panels	
a)	IR Values & SPM rdgs.	
b)	Earth connections	
c)	OLR/MPR/WTR along with Breaker settings	
d)	Condition of slip rings	
e)	Carbon brushes	
f)	Terminal block/lugs	
g)	Limit switches/brakes	
5	General Operational Conditions	
Personnel(s) Engaged		
Name of Electrician		Shift I/C Electrical JE
Signature		
Supervisor		Officer


CMSRU MONTHLY/QUARTERLY/HY MAINTENANCE CHECKLIST -2

NAME, MAKE & LOCATION		
DATE		
TIME & DURATION		
	Description	Remarks
1	HT & LT Panel	
a)	Cleanliness	
b)	Cable condition	
c)	Relay/alarm trip status	
d)	Breakers status/condn.	
e)	Indications/Meter rdgs.	
f)	Door lock	
2	Electrical service items (DB's, Starters, lights & Blowers)	
a)	IR Values	
b)	Earth connections	
c)	Relay/Display status	
d)	Cleanliness	
3	Transformer	
a)	Earth connections	
b)	Relay/Alarm status	
c)	Cleanliness	
e)	Oil level/WTI/OTI	
4	General Operational Conditions	
Personnel(s) Engaged		
Name of Electrician		Shift I/C Electrical JE
Signature		
Supervisor (CMSRU)		Officer



CMSRU WEEKLY MAINTENANCE CHECKLIST

NAME, MAKE & LOCATION		
DATE		
TIME & DURATION		
	Description	Remarks
1	HT/LT Panel, Motor and starter	
a)	Cleanliness	
b)	Earth connections	
c)	Power Circuit	
d)	Control Circuit	
2	Fan, light, AC,DB & Electrical Service equipment etc.	
a)	Power connections	
b)	Cleanliness	
3	Substation & Surrounding	
a)	Cleanliness	
b)	Arrangement	
4	Pumping station & Surrounding	
a)	Cleanliness	
b)	Arrangement	
5	Note	
Personnel(s) Engaged		
Name of Electrician		Shift I/C Electrical JE
Signature		
Supervisor		Officer

Enclosure 1-A

PRICE BID					
MP1/ENGAGEMENT OF ELECTRICAL MANPOWER FOR 2024-26/CMSRU					ENCL: 3
Quote against: XX					
SI No.	Description	UoM	Qty	Unit Rate	Total
1	Electricians (skilled) 06 shifts per day - 1st Year	EA	2190	XX	XX
2	Electricians (skilled) 06 shifts per day - 2nd Year	EA	2190	XX	XX
3	Trained Engg./Electrical Supervisor 3 shifts per day - 1st year	EA	1095	XX	XX
4	Trained Engg./Electrical Supervisor 3 shifts per day - 2nd year	EA	1095	XX	XX
5	Helper 1 No in day shift for 1st Year	EA	365	XX	XX
6	Helper 1 No in day shift for 2nd Year	EA	365	XX	XX
Total Amount (A)					XX
GST of Total Amount (B)					XX
Total Amount inclusive of GST (A+B)					XX

OPTIONAL

1	Electricians 06 shifts per day for 365 days - 1st Year	EA	2190	XX	XX
2	Electricians 06 shifts per day for 365 days - 2nd Year	EA	2190	XX	XX

Rules for engaging contractor's workmen in CSL-MSRU

- I) The following labour statutory compliance measures should be followed by contractors working in CSL Mumbai Ship Repair Unit;
1. If the contractor is engaging 10 or above contract workmen, their firm must have independent establishment registration under EPF.
 2. If the contractor is engaging 10 or above contract workmen, their firm must have independent establishment registration under ESI.
 3. If the contractor is engaging less than 10 contract workmen and they are exempted under ESI/EPF, their workmen should be covered under Employee Compensation policy.
 4. The wage payment for workers should be disbursed through bank payment only and contractor have to submit monthly Challan for ESI Remittance ,EPF Remittance and bank statement of wage disbursement along with their monthly bills.
 5. If the contractor is engaging 20 or above contract workmen, they should take the Labour Licence under Contract Labour Contract Act.
- II) The contractor is solely responsible for complying ESI & EPF rules for contract workmen engaged by them for the work.
- III) It is mandatory to submit police clearance from Mumbai Police station to issue gate entry pass. Hence all the workmen belong to other states shall have to take police clearance from their respective home station to submit application form for obtaining police clearance from Mumbai Police Station.
- IV) Employee/worker deputed for the work shall not be over 58 Years of age.

Seal & Sign of Authorized Person

SPECIAL TERMS & CONDITIONS

1. **Period of contract:** Two years from the date of execution of agreement with a provision to extend the contract period for a further period of one year for the same terms and conditions on mutual agreement on completion of the contract period if the performance of the contractor is satisfactory. The rates quoted and all other terms and conditions will remain unchanged for the entire period and also for the extended period (if extended).
2. **Agreement:** The contractor will be required to execute an agreement at his expense on proper value Stamp Paper.
3. The complete sub-station, pump room & other installations shall be taken over by the agency for operation & maintenance in the existing conditions.
4. **The tender shall be processed on overall L1 basis. Vendors to quote for optional line items also. However, determination of L1 firm shall be computed on overall cost excluding optional line items.**
5. Further to award of contract, the firm should submit all relevant documents of the personnel's to be engaged for this work. All personnel shall be interviewed by CSL representatives. Firm shall depute only those persons who have successfully completed the interview. Cost of attending the interview shall be in the scope of contractor/ agency.
6. **Payment terms:** NO ADVANCE PAYMENT WILL BE MADE AGAINST THIS CONTRACT. The contractor shall prepare and submit bills to CSL Officer in-charge, through CSL appointed supervisor. Payment of amount claimed will be arranged after necessary checks of the correctness of claim, deducting all charges due including taxes applicable, at the prescribed rate. The aforesaid payment of the bill will ordinarily be made within 30 days of submission. The delay however, shall neither entitle the contractor to claim interest nor stop discharge of the contract. Every work should be intimated to Officer in charge CSL and the same should be recorded.
 - i. Payment will be made on monthly basis after submission of bill in the succeeding months in triplicate duly verified by Officer In-charge of CSL.
 - ii. The following documents must accompany the bill.
 - a. Current month Invoice Copy
 - b. Current month Attendance Register
 - iii. The payment shall only be released on confirmation of disbursement of salaries and other allowances to labors deployed at site by the contractor.
 - iv. If any urgent maintenance requiring spares/ direct working out is not possible, the contractor shall be paid on the basis of producing actual bill with gate pass of materials supplied at site plus reasonable cost of labour (additional labour if any required) with 5% extra on total cost to cover contractors profit, supervision, overheads, subject to satisfaction of CSL Officer in charge.
 - v. In case of any abnormal delay on the part of the agency beyond the specified time, penalties shall be imposed and recovered from the monthly bills as under:
Minor Breakdown - Rs.200/- per hour of delay subject to Maximum of Rs.1000/- per fault.
Major Breakdown - Rs.500/- per hour of delay subject to maximum of Rs. 5000/- per fault.
 - vi. CSL will have the right to recover any over payment which might have been made to the contractor by CSL through inadvertent error, etc. or any cause whatsoever the amount would be recovered from the bills or from the security deposit or any other

amounts due to him. In the event of any such recoveries/ adjustments being made from the security deposit, the contractor shall at once make good deficiency in the amount of the security deposit within 15 days of payment to this effect, failing which CSL will be at liberty to deduct the said amount from the future bills.

- vii. Statutory levies such as I.T, contribution towards PF, ESI etc., shall be deducted from the bill as applicable.
- viii. Payment will be made by RTGS/ NEFT to the account of contractor. The name of the bank, branch, A/C No., IFSC code & other particulars shall be furnished by the contractor in the proforma of CSL.

7. Performance Security Deposit:

The successful tenderer shall remit 3% of the value of the contract as security deposit for ensuring successful completion of contract within 15 days of receipt of the work order. This amount may be remitted by way of demand draft or bank guarantee (in approved proforma of CSL) from any of the nationalized banks, valid till the satisfactory completion of the entire work. In case the contractor fails to submit the SD in time, deduction of SD amount will be made from the bills submitted. The Security Deposit will be released after satisfactory completion of the contract and on certification of nil liability to CSL by Officer-in charge. The Security Deposit retained will not bear any interest.

- 8. **Quantity:** The quantities shown in the order are minimum requirement only. The quantities shown under the contract is just to give an idea to the bidders about the likely volume of works and not guaranteed to be executed by CSL. Bidders shall not be entitled to any compensation on account of variation (Plus or minus) in the quantity of works ordered under the Rate Contract. Payment will be made only for the actual quantity of manpower deployed.
- 9. The rate shall be firm throughout the period of contract. Any escalations due to any of the reasons are not agreeable.
- 10. **Transportation and accommodation:** To and fro transportation of all manpower/ materials and accommodation of all contractor's staff under the scope of contractor.

11. Damage Caused to Installation

In case of any damage caused to the installation due to negligence, carelessness or inefficiency of staff of the firm the contractor shall be responsible to make good the loss. Decision of the officer –in –charge shall be final & binding on the contractor.

12. Personal Accident Insurance:

The entire contractor employee will have to be covered under insurance against any personal accident and CSL will not be liable for payment of any compensation on that account. During the execution of work, the contractor shall follow all standard norms of safety measures / precautions to avoid the accident / damages to man, machineries and building. On nonadherence of this clause, suitable fines shall be imposed as decided by officer in charge, CSL.

- 13. The personals employed for maintenance work should work on all days. The duty hours should not exceed eight hours at a stretch. Continuous shifts by the same person should be avoided and no post should remain unmanned. Duties/ shifts during odd hours which may be required due to exigencies are to be accommodated by the agency.

14. Personal deployed for shift duty shall be the direct staff of the contractor/ agency. Any third-party staff shall not be engaged by the selected agency/ contractor for the work.
15. Staff deployed by the agency/ contractor after obtaining approval from the officer in charge shall be available throughout the contract period. They shall not be withdrawn without the permission of officer in charge.
16. The contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act.
17. Contractor shall work in close co-ordination with other agencies working in the same work site at the same time. The space for storage of materials for each work should also be decided by mutual agreement among the contractors working in the same area. CSL will not entertain any claim regarding non-availability of space for storing materials nor can enter into any discussion to settle the dispute between contractors regarding usage of space for storing materials, etc.
18. Items of tools, headgears, torches, uniforms including rain coats, jerseys etc. for efficient conduct of duty by the agency personnel shall be provided by the selected agency and must be in good working condition.
19. Arrangements of gate pass for man and material including clearance from customs or other port agencies shall be in the scope of the supplier/ contractor.
20. If the agency fails to provide services to the satisfaction of the CMSRU, the same will be communicated to the agency in writing. If three such notices are issued to the agency, the contract will be terminated and CSL shall forfeit the Performance Security Deposit.
21. The Electrician/ Fitter/ Helper/ Supervisor deployed by the agency shall ensure that the CSL properties are protected from theft/ pilferage/ damage. After necessary investigations, if proved that the selected agency/ their personnel are responsible for the incident, the agency is liable and will be penalized to the extent of the value of the loss and additional charges for each incident as decided by CSL authorities.
22. The bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of CSL.
23. The bidder will be bound by the details furnished by him/ her to CSL, while submitting the bid or at a subsequent stage. In case, any of such documents furnished by the firm is found to be false at any stage, it would be deemed to be a breach of terms of contract making the firm liable for legal action besides termination of contract.
24. The successful bidder shall furnish the following documents in respect of the individual manpower who will be deployed to CMSRU, before the commencement of work:
 - i. List of Manpower short listed by agency for deployment at CMSRU, containing full details i.e. Name, date of birth, marital status, address etc.
 - ii. Age of person shall not exceed 58 years.
 - iii. Bio-data of the persons.
 - iv. Certificate of verification of antecedents of persons by local police authority.
25. In case, the person employed by the successful bidder commits any act of omission / commission that amounts to misconduct /indiscipline/ incompetence / security risks, the successful bidder will be liable to take appropriate disciplinary action against such persons,

including, making good the financial loss, their removal from work, immediately after being brought to notice, failing which it would be assumed as breach of contract which may lead to cancellation of contract.

26. The selected agency shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this office.
27. The selected agency shall ensure the proper conduct of his personnel in CMSRU premises, and enforce the prohibition of consumption of alcoholic drinks/ smoking, etc.
28. The selected agency shall designate a co-ordinator, out of the deployed personnel, who would be responsible for immediate interaction with this office, so that the optimal services of the persons deployed by the agency could be availed without any disruption.
29. CMSRU is not liable at any stage to provide accommodation, transport, food, medical and any other requirement of their personnel deployed.
30. The agency shall not involve in any bribery or other unethical activities with anyone employed in the company. The involvement in any such activity shall entail in the termination of the contract.
31. The contract is initially for a period of two years. The contract will be extended for a period of one more year on mutual agreement with the same rate, terms and conditions. The requirement of manpower may vary according to the need and may be reviewed/ reduced/ enhanced as and when required.
32. The necessary salary and other allowances due to the employees of the contractor shall be paid by him and shall strictly comply with all rules and regulations of statutory bodies and other labour laws. All employees engaged by the contractor shall be comprehensively insured for accidents and injuries.
33. The payments to the successful contractors are subject to all statutory deductions as applicable at the time of payment.
34. Cost of damages caused due to bad workmanship shall be recovered from the contractor. Penalty if any, from Utility for any reason shall be borne by the agency.
35. For all intents and purposes, the bidder shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed at the CMSRU, for contractual services.
36. The selected agency shall be solely responsible for the redressal of grievance / resolution of disputes relating to person deployed CMSRU, shall in no way, be responsible for settlement of such issues whatsoever. CMSRU shall not be responsible for any damages, losses, FINANCIAL or other injury claims to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
37. The manpower deployed by the contractor for the contract shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, ad-hoc regular / confirmed employees of CMSRU, during the contract or after expiry of the contract. In case of termination of the contract also, the persons deployed by the contractor shall not be entitled to or and will have any claim for absorption or relaxation for absorption in the

regular / otherwise capacity in CMSRU. The Contractor should communicate the above to all the manpower deployed in CMSRU.

38. The agency shall alone be liable to pay compensation for any damage/death/injury sustained by the personnel or any other members of the agency as sustained by them in the course of the work/duty at CMSRU the institute during the contract period.
39. The selected agency will be required to pay minimum wages as prescribed under the Minimum Wages Act of Central Government. The contractor will maintain proper record as required under the Law / Acts.
40. The selected agency will be responsible for compliance of all statutory provisions relating to the Provident Fund, and Employees State Insurance, etc. in respect of the persons deployed by it at CMSRU.
41. The selected agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to CMSRU & income tax to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
42. The selected agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same on demand to the concerned authority of CMSRU or any other authority under Law.
43. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of the Income Tax Act 1961, as amended from time to time and a certificate to this effect shall be provided to the agency by the Finance & Accounts Section.
44. In case, the service provider fails to comply with any statutory / taxation liability under the appropriate law, and as a result thereof CMSRU is put to any loss / obligation, monetary or otherwise, CMSRU. will be entitled to recover such damage/loss out of the outstanding bills or from the Performance Security Deposit of the agency.
45. The selected agency will indemnify CMSRU from all legal, FINANCIAL, statutory, taxation, and associated other liabilities.
46. The proof of remittance of statutory deductions of PF, ESI to the appropriate agency, for those employed at CMSRU, must be provided by the selected agency to CMSRU every month along with the claim bill, failing which the claim bill shall not be settled. These remittances /payments must be made in a separate challan specifically for the contract personnel deployed at CMSRU in the name of CMSRU.

Note: Bidder shall see the General Terms and Conditions pertaining to above aspects for full clarity.

For Cochin Shipyard Limited

Signature and Seal of the Contractor

Deputy General Manager (CMSRU)

General Terms and Conditions

1. Tenderers are to carefully go through the terms and conditions and the techno commercial specification of the items for which offers are called for. Deviations, if any, shall be separately listed and specifically brought out in the offer. CSL reserves the right to accept / reject the deviations.
2. Corrections and additions, if any, must be attested. Incomplete/ ambiguous offers are likely to be rejected.
3. In case of bids sent through email, then the documents should be password protected and the passwords should be passed on to the concerned officer while attending the bid opening or by email / SMS immediately before the tender opening against the request from officer.
4. Indigenous tenderers should quote prices for delivery of materials at CSL/CMSRU stores
5. Prices should be valid for acceptance for a period of three months (03 months) from the date of opening of tender.
6. No enhancement of rate for whatever cause will be allowed once the offer is accepted and an order is placed. Withdrawal of the quotation after it is accepted or failure to make the supply within the stipulated delivery period will entail cancellation of the order and forfeiture of Earnest Money Deposit/Security deposit, if any and/or risk purchase.
7. Taxes and duties, if any, payable extra are to be indicated in the price part for single bid and in techno-commercial part for two bid.
8. Delivery term and delivery time / work completion time required for completing the job scope should be indicated in the offer.
9. CSL/CMSRU terms of payment is 100% payment after delivery of items and in case of service after satisfactory completion of job, within 30 days from the date of submission of Invoice along with all mandatory documents.
10. The firm/ bidder winning the contract shall sign an agreement with Cochin Shipyard Ltd for "Fall clause". Accordingly, during the contract period, the firm / bidder cannot offer the item/s to anyone else at rates lower than the rates quoted, or the same lowest rate shall be applicable to the contract with CSL/CMSRU
11. Manufacturer's name, their trademark and brand, if any, should invariably be mentioned and illustrative leaflets giving technical particulars etc., should be attached to the offer.
12. Materials supplied shall be new and unused and shall confirm to CSL/CMSRU specifications and drawings.
13. Products supplied shall be nontoxic and harmless to health. In the case of toxic materials, Material Safety Data Sheet may be furnished along with the material.
14. Samples are to be supplied free of cost in the event of requirement by CSL/CMSRU. The detailed working drawing, if called for, is also to be furnished for approval before commencement of manufacture.
15. The quantities in each item to be purchased may vary according to actual requirement at the time of placing orders.
16. Force Majeure condition: Should failure in performance of the contract or part thereof arise from war insurrection, restraint imposed by Government, Act of Legislature or other Statutory Authority or illegal strike, riot, legal lock-out, flood, fire, explosion, act of God or any inevitable or unforeseen event beyond human control which may be construed as reasonable ground for an extension of time, CSL/CMSRU may allow such additional time as is mutually agreed, to be justified by the circumstances of the case. The occurrence/

cessation of force majeure situation is to be informed with documentary evidence within 15 days from the date of occurrence/cessation.

17. LD Clause: In case of delay in supply of ordered materials / delay in completion of work beyond the stipulated delivery / completion period which is not attributable to CSL, vendor is to pay liquidated damages (and not by way of penalty) a sum equivalent to ½%(half percent) per week or part of the week of the order value (basic price) in the case of machinery/equipment and of the value of materials / services delayed in the case of all other items/services subject to a maximum of 10% of the order value (basic price). For service orders, completion date as confirmed by the executing officer shall be reckoned for LD calculation.
18. Risk Purchase: If the supplier fails to supply the items ordered/complete the job scope within the delivery/completions date or violate any of the terms and conditions of the contract, CSL/CMSRU shall have the following rights.
 - (1) To terminate the contract with 15 days' notice forfeiting the security deposit.
 - (2) To initiate alternate procurement action at the risk and cost of the vendor.
19. Guarantee: The equipment supplied shall be guaranteed for satisfactory performance for 12 months from the date of commissioning or 18 months from the date of delivery of items whichever is earlier against faulty design, defective materials and bad workmanship. Supplier should supply and install free of cost immediately any part found to be defective for the above reasons within the guarantee period. The Services shall be guaranteed for a minimum period of 06 months from the date of successful commissioning/final acceptance.
20. Suppliers are generally allowed to depute their authorized representative to be present at the time of opening of the price bid. However this will be subject to the discretion/SOP of CSL, in view of the restrictions imposed by Govt/local body/CSL due to Covid-19 outbreak. At present, in view of COVID-19 pandemic, Vendors are not allowed inside CSL to attend opening of the price bid.
21. Cochin shipyard Ltd prefers to deal directly with the supplier. However, if the supplier appoints an Indian agent to deal with Cochin shipyard Ltd., the agency commission payable by the supplier to such an agency shall be intimated. If manufacturers affect the supply through agents only, authorization in writing from manufacturers in favour of the agent for supply to CSL shall be furnished. In case where an agent participates a tender on behalf of a foreign manufacturer Indian agent should submit specific authorization from the authorized person of foreign manufacturer. In a tender, either the Indian agent on behalf of the principal/ OEM or principal/ OEM itself can bid but both cannot bid simultaneously for the same item/ product in the same tender. If an agent submits bid on behalf of principal/ OEM, the same agent shall not submit a bid on behalf of another principal/ OEM in the same tender for the same item/product. Indian agents cannot represent more than one firm or quote on their behalf for any particular tender. Clarifications, either technical or commercial, should be submitted to points specially asked for only. The opportunity so given should not be used for correcting/changing/amending the data/conditions already submitted with the tender.

22. Jurisdiction: All questions, disputes or difference arising under, out of, or in connection with contracts shall be subject to the exclusive jurisdiction of the Courts at Ernakulum, Kerala, India.
23. In case advance payment is sought, interest at prime lending rates prevailing in India will be charged. In addition, a Bank Guarantee in the CSL format equivalent to advance amount is to be executed to cover the period till the advance payment is adjusted. Normally Advance payments are not encouraged.
24. Conditional discounts, if any, will not be reckoned for tender evaluation/ comparison purposes. However the same will be considered while placement of purchase order if the firm turns out to be L1.
25. After submission of tender, no unsolicited correspondence will be entertained.
26. Cochin Shipyard Limited does not bind itself to accept the lowest or any tender but reserves to itself the right to reject any or all or a part of any tender at its discretion.
27. Deviations, if any, in the offer submitted from that of the tender enquiry in any form, should be clearly furnished in a separate document titled as "List of Deviations", failing which it will be presumed that all the terms and conditions are acceptable.
28. Public Procurement Policy initiatives of Govt. of India, pertaining to MSME's, startup etc as per CSL website (www.cochinshipyard.in) shall be applicable for this tender.
29. Vendor is solely responsible for the safety of its personnel inside CSL. Service provider will be responsible for the safety of personnel engaged and shall adopt all safety measures to comply with safety regulations in force in CSL. Service representative working onboard should maintain proper dress code as per CSL standards. They shall submit electronic challan remittance copy of ESI&EPF details of their employees and employee compensation policy details for employees not falling under ESI limit during the submission of invoice, documents supporting for facilitating gate access. They are bound to follow safety guidelines applicable in CSL like safe usage of tools & tackles, electrical safety guidelines, gas management system etc. Scrap management system & disposal of hazardous chemicals used to dispose by contractor itself on his own responsibility. Work place hygiene to be ensured by contractor itself.
30. Asbestos should not be part of any material /packing material supplied to CSL.
31. Shall abide by CSL rules for entry and exit of man and materials. Vendor and personnel will comply with: (1) all procedures and policies provided by CSL, including CSL's, environmental, health, safety, and security procedures, and related management systems when performing services at CSL facilities.
32. Service provider will have to abide by the various laws & regulations such as Contract Labour Regulation (Abolition) Act, ESI Act 1948, EPF Act 1952 etc as applicable.
In case your employees are already covered under EPF/ESI scheme, their respective account numbers are to be furnished along with copy of challans as proof for remittance of ESI & EPF. If any employee is exempted from ESI, valid proof for the same also shall be submitted before commencement of work. Labor deputed for the work shall not have crossed over 60 years. Submission of above documents is statutory for issue of entry passes for working inside CSL. This is also required for releasing the payment since CSL site is permanently covered under above noted regulations. The certificate of compliance from Contractor as per attached format shall also be filled and submitted along with submission of bills for payment. Bills without duly certified "certificate of compliance from Contractor" shall not be passed for payment. (Form for Compliance of Provisions of various labour Enactments attached as Enclosure - 4)

33. Vendor will package products according to instructions of CSL provided in the purchase order, and if nothing is provided, then according to good commercial practice to ensure safe arrival of the products. Avoid plastic materials for packing to the extent possible. Packing material shall be ecofriendly. Vendor should follow the statutory requirements of the products offered. In case of chemicals and toxic materials being supplied, vendor should furnish material safety data sheet (MSDS) compulsorily along with the material.
34. Acknowledge the receipt and acceptance of purchase order/Work order by signing and returning a copy of the same within three days of receipt of the same. If the acknowledgement is not received, it will be presumed as accepted.
35. Subcontracting to other vendors shall be only after written intimation and approval of competent CSL authorities. Vendor shall not delegate or subcontract any of its obligations under the agreement without CSL's written consent. Vendor will remain liable for all subcontracted obligations and all acts or omissions of its subcontractors.
36. The procedures of work, standard operating procedures of work including documents like welding procedure specifications developed by CSL are intellectual property of CSL. Vendors shall not use or copy the procedure in any format without the written consent of competent authorities of CSL.
37. Vendors shall take back rejected products, if any, and immediately supply new product/rectified product at vendor's expense, including all freight costs.
38. For product that is discovered defective during the warranty period, vendor will, at vendor's expense replace or repair defective product and re-deliver such repaired or replaced product to CSL within a commercially reasonable timeframe agreed by CSL
39. Except as specifically stated in the purchase order, vendor will be responsible for all costs incurred in connection with providing the services, including personnel's expenses.
40. CSL is not obligated to pay any invoice submitted 180 days or more after a product is shipped or services are completed.
41. Vendor shall return the CSL resources to CSL immediately after provision of all deliverables and services or any termination of the agreement.
42. Vendor warrants that the products and services will comply with their specifications and will be of good quality acceptable to CSL/ship and must be fit for any purpose made known to vendor.
43. Vendor warrants that the products will be new, unused, and not refurbished at the time of delivery, and will be safe for normal use and free from defects in design, materials, and workmanship during the warranty period.
44. Vendor warrants that for software provided by vendor, (1) there is no open source software in the products (or any other items provided by vendor), unless vendor has notified CSL in writing before delivery and CSL has consented in writing to accepting this open source software, and (2) the software will not damage, interfere with, or permit unauthorized access to any other existing products or systems on which it is installed or any information residing on those products or systems.
45. Vendor and personnel will (1) keep confidential the terms of the agreement and all non-public and proprietary CSL information, and will only use such information to provide products and services under the agreement, and will not disclose such information except to the extent required by law after giving reasonable notice to CSL, if permitted by law; and (2) not use in providing products or services or disclose to CSL any materials or documents of another party considered confidential or proprietary unless it has obtained written authorization from that party and CSL.

46. Vendor will indemnify CSL and its affiliates, directors, officers, and employees against all liabilities, damages, losses, costs, fees (including legal fees), and expenses relating to any allegation or third-party legal proceeding (including action by a government authority) to the extent arising from an allegation that use, possession, or sale of the products or services violates or infringes a third party's rights, including intellectual property rights; or an allegation that any personnel are entitled to employee compensation, benefits, or other rights or transfer law rights, except to the extent caused by CSL's unlawful acts or omissions.
47. No enhancement of rate for whatever cause will be allowed once the offer is accepted and an order is placed. Withdrawal of the quotation after it is accepted or failure to make the supply within the stipulated delivery period will entail cancellation of the order and forfeiture of earnest money deposit/security deposit, if any and/or enforcement of risk purchase clause.
48. List of deviations from the general terms and conditions shall be submitted and the same shall be mutually acceptable. In the event of no deviation list submitted by the vendor, it is presumed that all conditions are accepted by the vendor.
49. All certificates called for in order specification must be sent to CSL at the time of delivery of items all the material supplied must satisfy CSL quality requirements.
50. Invoice:
 - (i) All invoices must be sent to CSL on delivery of items /work completion as per the order terms
 - (ii) Purchase order number and date and dispatch particulars should be clearly mentioned in the invoice.
 - (iii) Wherever payments are authorized through bank, copy of the invoice should be forwarded directly to CSL under intimation so as to facilitate release of document in time. All bank charges will be to vendor's account.
 - (iv) When the payment is in installments, separate invoice is required for each payment.
 - (v) 100% payment will be made against your invoice on satisfactory completion of the work.

The documents for releasing payment - original invoice with service report duly signed by vessel owner and CSL officer-in-charge along with documentary proof of expenses after satisfactory completion of work.

51. "In case imported items are part of the items required for the job Customs duty exemption can be availed by CSL if order for these imported items is placed on high sea sales basis by CSL or direct import order on bidder's principals for import items by CSL. In case of import orders/ high sea sales, the offer has to be on CFR basis to the nearest airport/as mentioned in the enquiry.

The customs clearance, DO charges payment and IGST payment against bill of entry shall be done by CSL.

In case of direct import orders by CSL, copy of Airway bill, foreign currency invoice and packing list would be required. In case of High Sea Sale, HSS agreement and INR invoice in addition to copy of Airway bill, foreign currency invoice and packing list shall also be required.

The copy of all documents to be forwarded to CSL by email at least two days prior to arrival of the consignment at Airport for CSL to arrange the Customs exemption documents and file Bill of entry prior/ latest on date of arrival of the consignment itself. In case of any delay

in receipt of documents, the bill of entry late filing fine shall be adjusted from the vendors payment.”

Tender conditions for Restriction of bidders sharing land border with India is attached below and certificate as required in the below conditions to be submitted along with tender documents.

Tender conditions for Restriction of bidders sharing land border with India vide Office memorandum dt 23.7.2020 Order - Public Procurement no 1 dt 23.7.2020, Order no 2 dt 23.7.2020 and Order no 3 dt 24.7.2020	
A	Requirement of registration
1	Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with competent authority as per C below. In works contracts, including turkey contracts, contractors shall not be allowed to sub contract works to any contractor from a country which shares a land border with India unless such contractor is registered with Competent authority. Relevant certificate to be submitted by bidder from a country which shares land border with India except for bidders to which Govt of India has extended lines of Credit or in which Govt of India has development projects, along with the offer as proof of registration with competent authority, failing which the offer will not be considered. A certificate is to be submitted by the bidder for compliance with the order referred above along with tender documents for consideration of offer (Wordings are as per Clause below). If such certificate given by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law.
2	Wordings of certificate to be submitted along with tender documents
	I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. I hereby certify that this bidder is not from such a country or, if from such a country, has been registered with the competent authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. (Evidence of valid registration by the competent authority shall be attached wherever applicable).
2	Wordings of certificate to be submitted along with tender documents for Works involving possibility of subcontracting
	I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on subcontracting to contractors from such countries. I certify that this bidder is not from such a country or if from such a country has been registered with the competent authority and will not subcontract any work to a contractor from such countries unless such contractor is registered with the competent authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered (Evidence of valid registration by the competent authority shall be attached wherever applicable)
B	Validity of registration

1	Registration should be valid at the time of submission of bids and at the time of acceptance of bids. In respect of supply otherwise than by tender, registration should be valid at the time of placement of order. If the bidder is validly registered at the time of acceptance /order placement, registration shall not be a relevant consideration during contract execution.
C	Competent authority and Procedure for registration
1	The competent authority for the purpose of registration under the order shall be Registration committee constituted by the Department of Promotion of Industry and Internal Trade (DPIIT). Details of the committee and procedure for registration and restrictions shall be as per Ann I of the Order - Public Procurement no 1 dt 23.7.2020 issued by Ministry of Finance, department of Expenditure.
D	Definition of Bidder and Bidder from a country sharing land border with India
1	Bidder is defined as any person or firm or company including any, member of a consortium or joint venture, every artificial, juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in a procurement process.
2	<p>"Bidder from a country which shares a land border with India" for the purpose of this Order means:-</p> <ul style="list-style-type: none"> a) An entity incorporated, established or registered in such a country; or b) A subsidiary of an entity incorporated, established or registered in such a country; or c) An entity substantially controlled through entities incorporated, established or registered in such a country; or d) An entity whose beneficial owner is situated in such a country; or e) An Indian (or other) agent of such an entity; or f) A natural person who is a citizen of such a country; or g) A constitution or joint venture where any member of the consortium or joint venture falls under any of the above.
3	<p>Type of business entity (Private Limited Company/ Public Limited Company/ Sole Proprietorship/ One Person Company/ Partnership/ Limited Liability Partnership/ Joint Venture/ Trust/ NGO) In case of incorporated entity - to attach certificate of incorporation</p>
	<p>Beneficial Owners - as defined in the Department of Expenditure Order (Public Procurement No.1) issued vide No. F.No.6/18/2019-PPD dated 23rd July, 2020. Details of all beneficial owners having entitlement of more than 01% of shares or capital or profit to be given, in the format as given in Annexure-I duly certified by practicing Chartered Account in India.</p>

52. Following are the Tender Conditions Preference to Make in India

Tender condition - Preference to Make in India		
A	Purchase preference in accordance with Public procurement (Preference to Make in India Order - 2017) Order from Department of Promotion of Industry and Internal Trade P - 45021 /2/2017/-B.E -II dt ,4.6.2020 and as amended from time to time shall be applicable as per below	
1	In the procurement of all goods/services/works in respect of which there is sufficient local capacity/local competition, only Class I Local suppliers shall be eligible to bid irrespective of purchase value	
2	In the procurement of all goods/services /works which are not covered as above and with estimated value of purchase less than Rs 200.0 Crores, only Class I local suppliers along with Class II local suppliers shall be eligible to bid.	
Purchase preferences for Class I local suppliers		
B	In the procurement of goods/works covered under 2 above and which are divisible in nature, Class I local supplier shall be eligible for Purchase preference over Class II/Non local supplier as per following	
1	If L1 bid is not a Class I local supplier, 50% of the order quantity shall be awarded to L1. Thereafter the lowest bidder among Class I local supplier will be invited to match the L1 price for the remaining 50% quantity subject to Class I local supplier quoted price falling within 20% margin. Contract for that quantity shall be awarded to such Class I local supplier subject to matching L1 price. In case such lowest eligible Class I local supplier fails to match L1 price or accept less than offered quantity, next higher Class I local supplier within 20% margin shall be invited to match the L1 price for the remaining qty and so on. If some quantity is left uncovered on Class I local supplier, such balance quantity shall be ordered on L1 bidder.	
2	For procurements that are not divisible in nature and in procurement of services evaluated on price alone, Class I local supplier shall get purchase preference over Class II/Non local supplier as per below	
3	If L1 is not a Class I local supplier, lowest bidder among Class I local supplier will be invited to match L1 price subject to Class I local supplier quoted price falling within 20% of L1 price and contract will be awarded to such Class I local supplier, subject to matching L1 price. In case such lowest eligible Class I local supplier fails to match L1 price, procedure same as para 3 above will be opted. In case none of Class I local suppliers within 20% margin matches L1 price, contract shall be awarded to L1 bidder. The purchase preference as above will be only for Class I local supplier and Class II local supplier will not be eligible for any Purchase preference	

C	Local content requirement to categories a supplier as Class I/Class II /Non local supplier shall be as per below. Definition of local content shall be as per order dt 4.6.2020 ie amount of value added in India which shall be the total value of the item procured (excluding net domestic indirect taxes) minus the value of import content in the item (including all customs duties) as a proportion of total value in percentage.	
1	Class I -Local content equal to or greater than 50%	
2	Class II-Local content greater than 20%, less than 50%	
3	Non local -Local content less than 20%	
D	Declaration of local content	
1	Class I local supplier /Class II local supplier at the time of tender shall indicate % of local content and provide self certification that offered item shall meet the local content requirement for ClassI/Class II as applicable including details of locations at which local value addition is made.	
2	In case of procurement for a value in excess of Rs 10.0 Crores Class I/Class II local supplier is to provide a certificate from statutory auditor/cost auditor(for companies) /practicing cost accountant/Chartered accountant (suppliers other than companies) indicating % of local content	
3	Verification of the Certificates issued by the bidder shall be carried out by CSL on random basis. False declarations will attract actions as stipulated in the order referred, including other actions as permissible by law.	
4	Exemption is applicable from provisions of order for purchases with estimated values less than Rs 5.0 lakhs	
5	Notwithstanding above, exemptions for meeting local content as per relevant Clause of order dt 4.6.2020 and as amended from time to time shall apply.	

53. ARBITRATION :

1. Any disputes arising the currency of the contract shall, in the first instance be settled by mutual discussions and negotiations. The results of such resolution of dispute shall be incorporated as an amendment to the contract, failing which the parties can resort to arbitration.

2. If any dispute, disagreement or question arising out of or relating to or in consequence of the contract, or to its fulfillment, or the validity of enforcement thereof, cannot be settled mutually or the settlement of which is not herein specifically provided for, then the dispute

shall within thirty days from the date either party informs the other in writing that such disputes, disagreement exists, be referred to arbitration. The arbitrators shall be appointed and the arbitration proceedings shall be conducted in accordance with and subject to the Arbitration and Conciliation Act, 1996 (No. 26 of 1996) as amended from time to time and the decision of the Arbitrators shall be final and binding on the parties hereto. The arbitration will be done by a Board comprising one officer nominated by each party, and a mutually agreed Umpire. Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration shall be shared equally by the parties unless the award provides otherwise. The enforcement of the award shall be governed by the rules and procedures in force in the State in which it is to be executed. Performance under this Contract shall however, continue during arbitration proceedings and no payment due or payable by the parties hereto shall be withheld unless any such payment is or forms a part of the subject matter of arbitration proceedings.

3. In case of disputes, the same will be subjected to the jurisdiction of courts at Ernakulam, Kerala, India only.



GENERAL CONDITIONS (wrt SoW)

1. No interest shall be paid for the EMD, Security Deposit or Performance guarantee.
2. CSL has the right to award work, part or in full to a single party or multiple parties as deemed fit. Also CSL shall have the right to issue work order & supply order separately.
3. Bringing in new conditions after the tender opening will not be allowed. Under no circumstances, will an enhancement of quoted rate be allowed, once the offer is accepted and an order is placed. Withdrawal of the quotation after it is accepted or failure to make the supply/execution within the stipulated delivery/completion period will entail cancellation of the order and forfeiture of EMD/Security Deposit, if any/ and or risk purchase.
4. EMD furnished by all the contractors except the lowest bidder, shall be released after concluding the contract and its acceptance by the contractor, to whom the work is awarded. EMD of the successful bidder shall be refunded after remittance of the security deposit and execution of the agreement or after the completion of the work.
5. If the contractor fails to supply or commence the work, in time as per the tender terms/work order, CSL shall have the following rights.
 - a) To terminate the contract within 15 days of notice forfeiting the EMD and security deposit.
 - b) To initiate alternative arrangements at the risk and cost of the contractors.
6. Cochin Shipyard Ltd. shall without prejudice to any right or remedy is at full liberty to forfeit the said EMD absolutely if the tenderer withdraws his tender before the validity period or makes any modifications in the terms and conditions of the tender which are not acceptable to CSL. After the issue of work order by CSL, failing /refusing to execute the agreement/ start the work, the tenderer shall be deemed to have abandoned the contract and such an act shall amount to and be construed as the contractors calculated and the willful breach of the contract, CSL shall have full right to take suitable action against the firm together with forfeiture of Earnest Money Deposit.
7. Unless and until formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between the bidder and CSL.
8. The normal working time of the CSL-Mumbai is from 09.00 A.M. to 05.45 P.M on all weekdays and Saturdays with a forty-minute interval from 01.00 PM to 01.40 P.M. All Sundays, second Saturday and fourth Saturday are holidays in addition to CSL declared holidays. The site will be available for work during office hours only. However if the Contractor wishes to carry out the work beyond normal working hours or on holidays, he should get specific approval from the Officer-in-Charge for ensuring safety, quality and to have effective supervision from Department. For any specialized jobs the timings will be intimated by the officer in charge in special terms and conditions.
9. Security deposit will be released only after attending all the defects pointed out to the contractor during the defect liability period. Any work which is not attended/replaced during the defect liability period within a reasonable time given by Officer-in-charge, the work will be carried out at the risk and cost of the contractor by CSL.

10. The contractor is expected to acquaint himself with the site conditions, labour situation, wage and benefits applicable to labourers, working hours, out turn of work by labour and the fluctuations which are likely to happen till the work is completed on all the above aspects prior to quoting the rates.
11. The work shall be inspected by the Officer -in-charge, his authorised representative or any other third party deputed by the Officer -in-charge. Officer-in-charge will have full liberty to impose penalties for the violation of any of the agreement clauses.
12. **General conditions on work part:**
 - a. Cochin Shipyard Limited reserves the right to make minor alterations, additions or substitutions to the existing specifications/scope of work, if found necessary during the progress of work and the contractor is bound to carry out the work without any additional cost, as per such altered specifications.
 - b. The contractor /authorized representative shall report at the office of the officer-in-charge on all working days before 0900 hours and receive instructions regarding the works. The contractor should maintain all work instruction register; attendance registers etc. and should follow instructions given by the officer in charge.
 - c. Time is the essence of contract. The Contractor may have to work round the clock including holidays, if required for completing the work in time without any extra cost. However works executed beyond office hours & holiday must be informed to the officer -in-charge well in advance and obtain his clearance and other necessary work permits.
 - d. The completion of work may entail working in monsoon period/ rainy season also. The contractor shall take such events into consideration while quoting for the work. The contractor must maintain sufficient labour force for the timely completion of work as per the prescribed schedule. No extra rate will be admissible for work in monsoon/rainy season. During monsoon and other period, it shall be the responsibility of the contractor to keep the work site free from water at his own cost.
 - e. All labour, skilled or unskilled shall be provided by the contractor. Settling any dispute with the labour, subcontractor, labour union shall be the sole responsibility of the contractor. Workers engaged for works should have sufficient knowledge and experience in the respective fields.
 - f. The contractor should take insurance for the men and materials till the handing over of the entire system to CSL. The contractor is bound to meet the expenses or defense of any action of legal proceedings that may be brought by any person for injury sustained owing to neglect of safety precaution and to pay damages and costs which may be awarded in consequence as per rules in force. It is the responsibility of the contractor to ensure that workmen engaged in the work should wear safety appliances like helmet, safety shoes, safety belts etc. and should strictly comply with CSL Safety Rules and Regulations in vogue. For obtaining entry permission of workmen into the company premises, the contractor has to furnish the identity proof of those persons to be engaged [Passport/Electron Identity card etc] .If required, police clearance certificate shall also be submitted. They should carry / display the pass issued by CSL authorities during the entire span while in CSL. The contractor has to abide by all relevant Labour Regulations and enactments as applicable to the contractor and his/their workmen and as amended from time to time without causing or claiming any responsibility or liability thereof to the company.
 - g. The workmen are strictly banned from use of any kind of Narcotics drugs / Alcohol /smoking etc inside CSL and any illegal activity by the work men should be reported to the officer-in- charge without delay and the contractor shall remove such persons from CSL premises.

- h. The contractor should furnish their registration code, ESI/PF code numbers issued by competent authorities if any. The supporting documents for the same may have to be submitted to CSL in the event of requirement. CSL reserves the right for the deduction of ESI/PF from the bill or invoice, if required.
- i. The contractor shall be responsible for the true and proper setting out of the works and for the correctness of the position, levels, dimensions, and alignment of all parts of the works and for the provision of all necessary instruments, appliances and labour in connection therewith. If at any time during the progress of the work any error shall appear or arise in the position, level, dimension or alignment of any part of the work, the contractor on being required to do so by the Officer in charge, shall at contractor's cost rectify such errors to the satisfaction of the Officer in charge. The checking of any setting out or of any line or level by the Officer in charge shall not in any way relieve the contractor of his responsibility for the correctness thereof. The contractor shall provide all necessary instruments, appliances and labour required for the Officer in charge for checking, if any, of the setting out.
- j. The work is to be arranged without affecting normal functions / activities at the shops / buildings / premises and to other agencies engaged in that area where works are to be carried out and shall be arranged with minimum hindrances. The work shall be carried out without damaging any of the existing structures/structures under construction/ underground pipelines or cables etc in the locality. If any damage occurs to the CSL property, by the contractor's operation shall be compensated / made good at contractor's risk and cost to the satisfaction of the officer-in-charge of the works, failing which department will do the rectification work and the cost incurred will be recovered from contractor's bill or from security deposit. If contractor fail to clear the dispose/items, CSL is having the right to cleaning the premises and cost involved for the cleaning will be deducted from the contractor's bill.
- k. If slabs/ chequered plates are to be opened during the work by the contractor, the same has to be closed by the contractor immediately after completion of the particular area of work. Proper caution boards & barrier with fencing tape shall be provided by the contractor at opened RCC trenches/mud excavated trenches before the commencement of work, at their own cost. Suitable staging should be provided by the contractor in areas wherever necessary at their own cost.
- l. The entire work should be carried out to the satisfaction of the officer-in-charge of the work. Decisions of the officer-in-charge will be final and binding to the contractor.
- m. All the materials should be approved by the officer-in-charge before being used. Rejected materials/items should be taken back by the supplier at his own cost.
- n. The workmanship shall be as per industrial standard in every respect both for the equipment supplied and for the installation carried out. The work should conform to relevant Indian standard specification / Indian Electricity Rules (ISS / IER) / Central Electricity Authority (CEA) regulation 2010 / other relevant rules wherever necessary/ applicable.
- o. Necessary power shut down and permit-to-work has to be obtained from competent authorities whenever required to avoid electrical hazards and related accidents.
- p. Arrangement of all necessary accessories shall be carried out by contractor for successful completion of work even though not specifically mentioned in the tender/ order. All tools, tackles, accessories and other materials brought into Shipyard for the work shall comply with statutory requirements and shall be declared at gate. The copy of this Material Declaration Form (MDF) to be submitted to while requesting for material out pass for taking back these items. Further MDF shall be submitted along with bill for the payment to supply part items as per the contract.

- q. Necessary storage space will be provided by CSL as per the prevailing rules subject to the availability of space. If not, contractor has to make necessary arrangements outside CSL premises at his own cost and risk.
 - r. Electric power for the work will be given to the contractor from nearest available CSL outlet at free of cost subjected to availability. The contractor has to make his own arrangements for tapping the same. If supply is not available, the contractor has to make own arrangement at their cost. Uninterrupted power supply Electric power supply cannot be ensured from utility grid. Contractors shall take note of this situation and if required, contractor has to arrange alternative source at their cost for completing their work on time.
 - s. All statutory requirements are to be followed by the contractor. Packing material used if any should be eco-friendly.
 - t. The Statutory Compliances: Statutory Compliances & its provisions shall adhere by the contractor while executing the work. In addition to the instructions stipulated therein, contractor should note that it is compulsory that the contractor/successful tenderers shall be fulfil the statutory requirements of Minimum Wages Act 1948, Payment of Wages Act - 1936, Payment of Bonus Act 1965, Contract Labour (R&A) Act 1970, EPF act 1952 & ESIC act 1948 act and other applicable labor legislations from time to time are applicable during the period of work.
 - u. Necessary “Work in progress” boards shall be provided by the contractor at locations shown by the Officer-in-charge.
 - v. The contractor shall make arrangements for collection, preparing, forwarding and testing of samples at his cost as directed by the Officer-in-charge. The charges for testing to be borne by the contractor.
 - w. Electrical connections issued to the Agency will be exclusively for their own use and any power sharing with other agencies shall be totally under the risk and cost of the agency to which power supply is allotted.
13. Contractors shall follow the security instructions enclosed in Annexure IV.
14. Force Majeure Condition: Should failure in performance of the contract or part there of arise from war insurrection, restraint imposed by Government, Act of Legislature of other statutory Authority or illegal strike (event like local strike/ harthal etc. in the yard, state or nation), riot legal lock out, flood, fire, explosion, Act of God of any inevitable or unforeseen beyond human capacity which may be constructed as reasonable ground for an extension of time. CSL may allow such additional time as is mutually agreed, to be justified by the circumstances of the case. The occurrence/ cessation of force majeure situation is to be informed with documentary evidence within 15 days from the date of occurrence or cessation.
15. Tax elements
- a. The tax rate of the goods and services would be as per the Govt. of India published GST rate schedule for goods & services. The rates have been mapped with HSN & SAC in the rate notification issued by the government. The rate schedule should be referred to identify the applicable rate.
 - b. Permanent Account Number (PAN) obtained from Income Tax Department should be mentioned in the invoice for inclusion of PAN in the TDS returns filed by CSL.
 - c. GST id should be mentioned.
 - d. The invoices should be as per the provisions of GST law. The invoices should mandatorily contain the HSN code/SAC and GSTIN number along with other particulars. The GST charged (CGST & SGST or IGST) should be separately indicated in the invoice.

- e. Tax inclusive invoices will not be accepted.
 - f. All correction/rectification in the invoices should be done through Debit note/ Credit note only.
16. A “No claim certificate” from the workers engaged in the prescribed format should also be submitted by the contractor along with the final bill furnished for payment. Payment shall be made by RTGS/NEFT to the account of contractor. The name of the bank, A/C number, IFSC code and other particulars shall be furnished by the contractor in the Performa of CSL.
 17. Any disputes or differences arising under, out of, or in connection with the contract shall be subject to the exclusive jurisdiction of courts at Ernakulum, Kerala, India.
 18. Transport Facility-The contractor has to arrange his own transport facility to transport men, materials, etc. for carrying out the subject work.
 19. All the old materials removed or replaced should be returned to the Engineer in charge or his representative to the instructions.
 20. SAFETY PROVISION:
For the work carried out within dock area the contractor shall abide by all the provisions of the Dock Workers (Safety, Health and Welfare) Regulation 1990 without causing any damage / accident in the work premises which will be ultimately causing loss to CSL either directly or indirectly. The contractor has to take all the necessary safety measures to prevent any damage/accident at the site during the execution of work.
 21. Dock Entry Permit:
The work is to be carried out inside the Docks area. Hence the contractor shall abide by all the Rules and Regulations of the Docks in force from time to time as applicable. The contractor is required to obtain the requisite, prescribed application from with this Department and all forms along with latest photographs be presented to the Asst. Manager, (Permit Section), for obtaining Docks Entry Permits. The necessary recommendations will be issued by this department to permit the contractor to take the materials and equipment inside the Dock area for the execution of the work with their vehicle.
 22. **Acceptance of work order:** One set of work order with date, signature, name and address/seal should be returned as a token of acceptance.

For Cochin Shipyard Limited

Signature and Seal of the Contractor.

COMPLIANCE MATRIX

(TO BE SUBMITTED WITH THE "Technical" BID)

SL.NO.	DESCRIPTION	REMARK
1.	ACCEPT THE ENTIRE SCOPE OF WORK AS PER ENQUIRY	YES / NO
2.	IF THE ANSWER TO QUESTION 1 ABOVE IS NO, PLEASE LIST THE SPECIFIC JOBS NOT BEING UNDERTAKEN AS A DEVIATIONS LIST AND ATTACH WITH THIS MATRIX.	LIST OF DEVIATIONS FROM SCOPE OF WORK ATTACHED/ NOT ATTACHED
3.	ACCEPT THE GENERAL TERMS AND CONDITIONS AND TENDER TERMS & CONDITIONS INDICATED IN THE ENQUIRY.	YES / NO
4.	IF THE ANSWER TO QUESTION 3 ABOVE IS NO, LIST THE DEVIATIONS AND ATTACH WITH THIS MATRIX.	LIST OF DEVIATIONS FROM GTC.
5.	PAYMENT TERMS AS INDICATED IN ENQUIRY IS ACCEPTABLE.	YES / NO

(Signature of the Contractor)

Seal of the firm.

Enclosure 1-A

UNPRICE BID					
MP1/ENGAGEMENT OF ELECTRICAL MANPOWER FOR 2024-26/CMSRU					ENCL: 8
Mention: quoted/not quoted against XX					
SI No.	Description	UoM	Qty	Unit Rate	Total
1	Electricians (skilled) 06 shifts per day - 1st Year	EA	2190	XX	XX
2	Electricians (skilled) 06 shifts per day - 2nd Year	EA	2190	XX	XX
3	Trained Engg./Electrical Supervisor 3 shifts per day - 1st year	EA	1095	XX	XX
4	Trained Engg./Electrical Supervisor 3 shifts per day - 2nd year	EA	1095	XX	XX
5	Helper 1 No in day shift for 1st Year	EA	365	XX	XX
6	Helper 1 No in day shift for 2nd Year	EA	365	XX	XX
Total Amount (A)					XX
GST of Total Amount (B)					XX
Total Amount inclusive of GST (A+B)					XX

OPTIONAL

1	Electricians 06 shifts per day for 365 days - 1st Year	EA	2190	XX	XX
2	Electricians 06 shifts per day for 365 days - 2nd Year	EA	2190	XX	XX

Health, Safety & Environment Contract Guidelines for OEMs /Turnkey jobs / Sub contract works
inside CSL

Encl: 9

Introduction

CSL is the largest public sector shipyard in India in terms of dock capacity, and caters to clients engaged in the defence sector in India and clients engaged in the commercial sector worldwide.

CSL is committed to provide safe and healthy work environment for the prevention of work- related injury and ill health by following the best practices in safety. CSL is certified Occupational Health and Safety management System and Environmental Management system under ISO standards/international standard.

Many of the works of CSL at various sites are executed by the sub-contractors. During these works, sub-contractors personnel are likely to be exposed to different types of hazards. Similarly unsafe acts of contractors personnel may create hazards for CSL staff or workmen of other contractors working at the site. Such unsafe acts may also pose danger to the existing installations and even to members of public.

CSL ensures that the requirements of its HSE Management System are conveyed by contractors and their workers. This guide is prepared to facilitate safe working during execution of contract works. The General guide lines and HSE requirements are given below for compliance in CSL.

I. General guidelines

1. OEMs/Turnkey jobs /Contractors are selected to work inside the CSL based on their track record.
2. Along with the contract order/Registration, a copy of the HSE Safety Handbook (CSL/ QMS/S&F/SOP 02) of CSL is given to all contractors. The details of all HSE requirements to be followed in CSL for the various types of work are detailed in the hand book. The OEMs/Turnkey jobs /Contractors shall go through all the details and strictly follow the relevant HSE guidelines for their work. In case of any doubt the same shall be clarified from Chief Safety Officer (CSO). Being ignorant of these HSE requirements will not be treated as an excuse for any HSE violations during course of work.
3. OEMs/Turnkey jobs /Contractors workmen are given a multilingual HSE induction and Emergency Response training. The individual passes for contractors and their workers are issued only after successful completion of this training. The passes are revalidated every year after successful completion of refresher training. Training requirements of other roles of the subcontractor's staff shall be complied as per the CSL requirements time to time.
4. Before start of any work, the CSL officer in charge explains the scope of work and the safety precautions, hazards, PPE usage as per PPE matrix of CSL, Work Instructions, SOPs, Emergency responses to the contractor and his workers. Only trained worker with necessary skills are allowed to work as per the requirement. Necessary PPEs for the work are to be arranged by the contractor.
5. Workmen shall have Cotton coverall with identifiable logo on the dress. Supervisors, fire watch man if required, safety staff and other workforce shall be deployed as per CSL guide lines.
6. The site work supervisor of the OEMs/Turnkey jobs /Contractors shall be ensured that works are being carried out by CSL HSE requirements on daily basis and till the completion of works. The safe start and safe end requirements shall be verified by the site work supervisor on daily basis.
7. OEMs/Turnkey jobs /Contractors HSE performance will be evaluated on HSE matters as per the CSL policies time to time.
8. During the course of work if any HSE violation is noticed the same is dealt as per the Rewards and Reprimand (R&R) Policy of CSL.

II. HSE requirements

1. The OEMs/Turnkey jobs /Contractors shall take all safety precautions during the execution of awarded work and shall maintain and leave the site safe at all times. At the end of each working day and at all times when the work is temporarily suspended, he shall ensure that all materials,

- equipment and facilities will not, cause damage to existing property, personal injury or interfere with the other works of the project or Station.
2. The OEMs/Turnkey jobs /Contractors shall provide and maintain all type of lights, guards, fencing, warning signs, caution boards and other safety measures for vigilance as and where necessary or as required by the CSL officer-in-charge or Safety staff. The caution boards shall also have appropriate symbols.
 3. Where Permit to work (PTW) is required, the work has not started without obtaining the necessary permit and the PTW requirements are followed strictly throughout the work.
 4. For Project specific or non-routine work on the existing installations, separate Job Safety Assessment (JSA) is to be prepared by the contractor, cleared by the Dept in charge and approval obtained from CSO before start of work.
 5. A separate HSE plan will be required for the new projects in the yard or any turnkey projects. It shall be in line with CSL HSE requirements and same shall be routed through respective S&F dept and approved by respective HOD.
 6. OEMs/Turnkey jobs /Contractors shall hold toolbox talks with his workers on daily basis to convey matters regarding the Safety aspects of the work.
 7. The OEMs/Turnkey jobs /Contractors shall plan his operations so as to avoid interference with other Departmental works and other Sub-Contractors at the site. In case of any interference, requires, coordination shall be sought by the contractor from the Department for safe and smooth execution of work. This shall be done through CSL executing officer.
 8. The OEMs/Turnkey jobs /Contractors shall at all times keep their work spot, site office and surroundings clean and tidy from rubbish, scrap, surplus materials and unwanted tools and equipment. Welding cables, hoses and electrical cables shall be so routed as to allow safe way to all concerned.
 9. All waste generated in course of the work shall be segregated as per the yard requirements and shall be disposed at the respective collection pallets / points of the work areas as the case may be. Any kind of pollution made by the subcontractor shall attract the reprimand proceedings.
 10. All necessary precautions shall be taken to prevent outbreak of fires at the work site. Adequate provisions shall be made to prevent the possibility of fires and ensure the availability of fire extinguishers at site.
 11. The OEMs/Turnkey jobs /Contractors shall be held responsible for non-compliance of any of the safety measures and delays, implications, injuries, fatalities and compensation arising out of such situations of incidents including statutory obligations.

PRE QUALIFICATION CRITERIA

MP1/ENGAGEMENT OF ELECTRICAL MANPOWER FOR 2024-26/CMSRU

ENCL.10

Pre-Qualification criterions:

- a) Bidder shall be an A Class Licensed Electrical Contractor. Copy of contract license shall be submitted along with offer.
- b) Bidder shall have previous experience in electrical load analysis, design of substation of minimum 6.6kV voltage. Copy of technical details of relevant work along with work completion certificates shall be submitted along with the offer.
- c) **Experience:** Addition to possessing an authorised Class-A license for electrical contractors, the bidder / company / firm / agency shall also possess a **min. of 02-year experience** in successfully completing/maintaining **6.6KV or higher voltage** capacity sub-stations in Public Sector Companies / Banks / Government Departments / Research Organizations / Reputed Private Sector Companies during last **07 years** ending last day of the month previous to the one in which the subject tender is invited should be any of the following:
 - I. One work order against similar job for a value not less than Rs **71 lakh or**
 - II. Two work orders against similar job for a value not less than Rs **45 lakh each or**
 - III. Three work orders against similar job for a value not less than Rs **36 lakh** each.
- d) **Financial Turnover:** Average Annual financial turnover of the tenderer during the last three financial years shall not be less than **Rs 27 lakh**.

Seal&Sign of authorized person

Appendix-4

CSL Mumbai - EE&I Department				
Annual / HY / Quarterly / Monthly maintenance checklist				
Sl No.	Description of Activity	Frequency of Maintenance	Checked	Remarks/Observations
Transformer (EMCO make, 3-phase, 1000KVA, 6600/433 Volts, 50Hz, ONAN cooled, Dyn11 group)				
1	Check oil level in Conservator / Buccholz relay (if applicable)	M		
2	Check for oil leak in surrounding	M		
3	Check condition of Silica gel	M		
4	Check tank oil temperature indicator (OTI)	M		
5	Check winding temperature indicator (WTI)	M		
6	Measure BDV (pre/post filtration) and undertake DGA of transformer oil	A		
7	Filtration and renewal of transformer oil	A		
8	Measurement of Voltage ratio of transformer (HV/LV)	A		
9	Perform magnetic balance test on both HV/LV Side	A		
10	Measure internal winding resistance (HV/LV)	A		
11	Measure IR values (15/60s) between: 1. HV-Earth (5KV Test voltage) 2. HV-LV (1-5KV Test voltage) 3. LV-Earth (1KV test voltage)	A		
12	External cleaning of all accessories	A		
13	Neutral / Bonding Earth resistance measurement	A		

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CSL Mumbai - EE&I Department				
Annual / HY / Quarterly / Monthly maintenance checklist				
SI No.	Description of Activity	Frequency of Maintenance	Checked	Remarks/Observations
HT circuit breakers VCB/OCB (VCB: CG make, 3-phase, 6.6KV/630Amps, 26.3kA/3 sec. OCB: Fuji Electric make, 3-phase, 7.2KV/600Amps, 26.3kA/3 sec.)				
14	Check for oil leakage in surrounding (if applicable)	Q		
15	Check for oil leakage in interrupting mechanism and renew with new / filtered oil.	A		
16	Check vacuum interrupter internal pressure (min. 0.1 mm of Hg)	A		
17	Check following indications in the Breaker unit (wherever applicable): 1. Spring charged/dis-charged indication 2. ON/OFF indication 3. Active/Alarm/Trip indication	Q		
18	Check Rake/draw out operation and perform general cleaning/greasing of contacts in breaker and mechanism	A		
19	Clean/renew fixed/moving arcing contacts	A		
20	Cleaning of Breaker main pole contacts	A		
21	Check operating lockouts/interlocks	A		
22	Check spring operating mechanism / spring charging motor operation	A		
23	Check operating mechanism / functional checks (Closing / opening operation by Mechanical /Electrical means)	A		
24	Measure contact internal resistance (for all phases)	A		
25	Measure IR values between phases and phase-ground (test voltage: 5KV)	A		

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CSL Mumbai - EE&I Department				
Annual / HY / Quarterly / Monthly maintenance checklist				
SI No.	Description of Activity	Frequency of Maintenance	Checked	Remarks/Observations
LT ACB (SIEMENS Make, 3-ph, 4P, 3WN6 Series)				
26	Check condition of OCR active unit.	M		
27	Check following indications in the ACB: 1. Spring charged/dis-charged indication 2. ON/OFF indication 3. Active/Alarm/Trip indication	M		
28	Check Rake/draw out operation and perform general cleaning/greasing of contacts in breaker and mechanism	HY		
29	Clean/renew fixed/moving arcing contacts	A		
30	Cleaning of Breaker main pole contacts	A		
31	Checking/Cleaning of Arc chutes	A		
32	Check operating lockouts/interlocks	A		
33	Check spring operating mechanism/spring charging motor operation	A		
34	Check operation of Shunt/closing/opening coil/UV/OV release (whatever applicable)	A		

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CSL Mumbai - EE&I Department				
Annual / HY / Quarterly / Monthly maintenance checklist				
SI No.	Description of Activity	Frequency of Maintenance	Checked	Remarks/Observations
35	Check operating mechanism / functional checks (Closing / opening operation by Mechanical /Electrical means)	A		
36	Calibration of OCR / ACB through primary / secondary current injection technique/suitable calibrator	A		
37	Meaure contact internal resistance (for all phases)	A		
38	Meaure IR values between phases and phase-ground (test voltage: 500V / 1KV)	A		

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CSL Mumbai - EE&I Department				
Annual / HY / Quarterly / Monthly maintenance checklist				
SI No.	Description of Activity	Frequency of Maintenance	Checked	Remarks/Observations
DG Set (3-phase, 125KVA, 50Hz, 0.8pf)				
39	General cleaning of all accessories	A		
40	Check & verify operations by starting	A		
41	Check & verify battery voltage	M		
42	Check terminal connections	A		

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CSL Mumbai - EE&I Department				
Annual / HY / Quarterly / Monthly maintenance checklist				
SI No.	Description of Activity	Frequency of Maintenance	Checked	Remarks/Observations
HT/LT/DC Panel and Relays/Alarms & Meters				
43	General cleaning of LT panel	Q		
44	General cleaning of HT panel	A		
45	Checking/calibration by secondary trip test of following relays / alarms: a) Buchholz Relay / Alarm, WTI/OTI Relay / Alarm & corresponding Master trip/TCS relay for Outgoing HT feeder of Transformers. b) Over-current (OC), Earth-fault (EF) & corresponding Master trip/TCS relay for Incoming/Tie/Bus-Coupler HT feeders. c) Over-current (OC) & Earth-fault (EF) relay for LT Incomer feeders.	A		
46	Calibration by tripping of Relays/Alarms in HT/LT panels of Pump-room	A		
47	Calibration/testing & tuning of CT/PT, Measuring instruments, MF Energy meters of all LT installation (including shore panels) & Portable panels.	A		
48	HT ToD meter calibration	A		
49	General cleaning / maintenance of DCDB / Battery charger and it's accessories	A		
50	Check battery condition including connections and perform housekeeping of the surrounding area in Battery room	M		

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CSL Mumbai - EE&I Department				
Annual / HY / Quarterly / Monthly maintenance checklist				
SI No.	Description of Activity	Frequency of Maintenance	Checked	Remarks/Observations
Earth pit				
51	Measure earth pit resistance of all the yard's portable and permanent electrical installation	A		
52	Watering of earth pit wherever deemed necessary subject to verification of moisture content.	A		

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